

## **JOB POSTING**

**POSITION:** Volunteer Service Coordinator – Orem Area  
Part Time – 30 hours per week

**RESPONSIBLE TO:** Community Development Specialist

**PURPOSE:** To ensure retention support to adults and girls in assigned geographic service teams.

### **ACCOUNTABILITIES:**

1. Retain adult volunteers through development and support to administrative volunteers in assigned service areas.
2. Interpret, promote, and ensure adherence to GSUSA and Girl Scouts of Utah policies and procedures by adult volunteers in assigned areas.
3. Establish performance goals for retention of adults in service teams. Support and maintain full adult service teams in all assigned service units.
4. In assigned service area, achieve a girl membership that reflects the diverse geographic area in regard to retention, outreach, and delivery of Girl Scout program via quality volunteer leadership.
5. Support volunteer Service Unit teams in the placement and registration of all girls in area who wish to be in Girl Scouting.
6. Maintain relationship with administrative volunteers communicating recruitment and retention efforts for area.
7. Retain girl members by developing and implementing program activities to address service area needs in all populations.
8. Submit annual action plan and budget with rationale. Document results to supervisor in the format requested with attention to detail and deadlines.
9. Analyze data on state demographics, membership trends, and ethnic and underserved populations to project specific targets for membership growth.
10. Support adult service teams by attending service unit meetings and events monthly. Monitor service team progress through volunteer performance appraisals and plans of action.
11. Ensure adults sign up for and receive council training and educational opportunities that will help them become better Girl Scout volunteers.
12. Complete membership placement and registration of adults and girls in assigned geographic location.
13. Support all council fund raising efforts.
14. Work collaboratively and cooperatively with staff members, volunteers, and community representatives to ensure results for mutually acceptable goals.
15. Perform other duties as assigned.

**POSITION SPECIFICATIONS:**

1. Minimum of a bachelor's degree or equivalent work experience. Organization, attention to detail, follow-through.
2. Minimum of one year experience in volunteer management, non-profit, community organization or related fields.
3. Demonstrated ability, success and experience in supervision and budgeting.
4. Understanding of and ability to communicate policy and procedures to volunteers.
5. Demonstrated abilities in planning, managing multiple priorities, marketing, speaking to groups and achieving results in partnership with others.
6. Excellent human relations, oral and written communication skills.
7. Experience in analyzing and assessing community demographics and resources.
8. Computer literate.
9. Understanding of and commitment to pluralism. Willing to accept the belief and principles of the Girl Scout movement and the ability to work with diverse populations.
10. Willingness to work 30 hours per week as an exempt staff, this includes evenings and occasional Saturdays.
11. Must have reliable transportation, current Utah driver's license and full coverage automobile insurance.

**APPLICATION DEADLINE:** Posted until position is filled

**SALARY RANGE:** Beginning at \$14.00 per hour

Girl Scouts of Utah offers excellent benefits, opportunities for skills and career development, and excellent working conditions. Please send resume, cover letter, and salary history to:

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**NO TELEPHONE CALLS, PLEASE**

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